

CONFIDENTIAL

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DDS/OL/BFB-3

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						See Above	
1. TITLE OF REPORT (If a fill-in report include Form No.) Analysis of OL Obligations by Activity					2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	<input type="checkbox"/>	PERSONNEL	<input type="checkbox"/>	TRAINING	ADMIN. GENERAL OTHER (specify)		
	<input checked="" type="checkbox"/>	LOGISTICS	<input type="checkbox"/>	SECURITY			
	<input type="checkbox"/>	MEDICAL	<input type="checkbox"/>	FINANCE			
4. NO. OF COPIES PREPARED 6	5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly			6. DISTRIBUTION (No. of components not number of copies) 1			
7. FORMAT (memorandum, form computer print-out, etc.) Financial/Statistical	8. ADP PROCESSING <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.			9. DIRECTIVE AUTHORITY REQUIRING REPORT Internal Directive			
10. PREPARING COMPONENT (include lowest level contributing information to report) Budget and Fiscal Branch, EO/OL				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 2 Feeder Reports: 1. Obligation Status Report, 2. Form 1058, Status of Funds by Object Class			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR	
GS-12	8.19	4	=	32.76	12	393.12	
GS-07	4.80	1	=	4.80	12	57.60	
Analysis time prior to financial briefing - 1 hour:							
GS-14	10.39	1	=	10.39	12	124.68	
GS-12	8.19	1	=	8.19	12	98.28	
Financial briefing of D/L and EO by B&F Officer of one-half hour:							
GS-18	17.07	.5	=	8.53	12	102.36	
GS-16	13.19	.5	=	6.60	12	79.20	
GS-14	10.39	.5	=	5.19	12	62.28	
B. COSTS OF COMPUTER PRODUCED REPORTS							
Not Applicable							
TOTAL COSTS PER YEAR						\$917.52	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Summary financial status of funds sub-allotted to OL Divisions and Staffs. Used by top management for overview and indication of trends in the use of allotted resources. This report was first prepared in about 1960 at the request of the Executive Officer, OL.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					ESTIMATED SAVINGS MAN-HOURS DOLLARS --- --25X1		
16. DATE OF INVENTORY 17 Sept. 1970	17. NAME OF REPORTING OFFICER Chief, B&F/EO/OL			18. EXTENSION			

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(22-36-43)